

S A M P L E

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C. 20505

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ATTENTION:

SUBJECT: RFP No.

Gentlemen:

Your technical and cost proposal, preferably on a type of contract basis, is solicited for the requirements set forth in the attached Schedule and should be mailed to reach the Contracting Officer no later than . The original plus one copy should be submitted to the Contracting Officer with copies to . The Cost Proposal must be submitted on Form DD-633 or on a substantially similar form.

In the event a technical conference is desired by the technical representative of the Contracting Officer prior to the submission of your proposal, you will be so informed. Any information on the subject Request for Proposal or matters of a contractual nature may be discussed by contacting Mr. on .

If it is desired to proceed with this contemplated program with your company, the authorization will be effected by the issuance of the appropriate type of Government Contract.

At the time of submitting the requested proposal, please return this letter, together with all enclosures, to the undersigned at the address stipulated above. If you do not elect to submit a proposal, this letter and all correspondence should also be returned.

Very truly yours,

Contracting Officer

Enclosures:

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